

**CLASS TITLE: CHIEF OF MOTOR VEHICLE
TITLE CERTIFICATION**

Class Code: 02530500

Pay Grade: 28A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, supervising, coordinating and administering a program of title certification for motor vehicles in the State; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude for the exercise of initiative and independent judgement.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of the technical and clerical staff of the unit.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, supervising, coordinating and administering a program of title certification for motor vehicles in the State.

To be responsible for insuring a proper title search for motor vehicles registered in the State and for issuing certificates of title listing owner and all lienholders in the order of their priority.

To insure that certificates of title and security interests are issued in conformance with the law regulating these certificates.

To be responsible for planning and maintaining a system for keeping and gathering records and statistics.

To train personnel in the practices, procedures and policies of title certification.

To design the various forms and certificates used by the unit.

To explain the title and security interests certification law and procedures to dealers, financial institutions' officials, public officials and the general public.

To be responsible for the collection of fees and bonds required by the law.

To review the existing law, procedure, policies and practices and to propose or make modifications and additions designed to improve the effectiveness of the program.

To coordinate the activities of the unit with the officials of law enforcement agencies, of other units in the department and of other states.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, procedures and methods used in establishing ownership and identifying security interests in motor vehicles and the ability to supervise a staff engaged in such activities; a thorough knowledge of the provisions of the law relating to title certification for motor vehicles; a working knowledge of the laws of property and the ability to interpret their application; the ability to develop and administer a program of title certification the ability to establish and maintain effective and cooperative relations with public officials, motor vehicle dealers, officials of financial institutions and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing, supplemented by courses in property law; and

Experience: Such as may have been gained through: employment in a responsible supervisory position in a government agency engaged in enforcing provisions of administrative law, relating to the ownership and operation of motor vehicles.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Editorial Review: 3/15/03